

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

Agency:	DC Office of the Chief Technology Officer (OCTO)
Contract No.:	DCTO-2008-C-0135
Caption:	IT Staff Augmentation Services (ITSA)
Contractor	OST, Inc.

FINDINGS

1. Authority

D.C. Code Section 2-354.04 and 27 Section DCMR 1304, 1700, and 2005.6 (b)

2. Minimum Need

The Office of the Chief Technology Officer (the District) has a need to modify the existing contract with OST in order to include the transition period for the existing contract.

3. Estimated Fair and Reasonable Price

The estimated fair and reasonable price to provide the additional required services is a minimum amount of \$100,000.00. The maximum order during this transition period is Not-To-Exceed (NTE) \$20,000,000.00. While the Contracting Officer does not anticipate reaching the NTE ceiling; this estimate is based on historical spend data for a five month period of the current ITSA contact.

The period of performance is January 18, 2014 through August 18, 2014.

4. Facts That Justify a Sole Source Extension:

- a. OST is the incumbent contractor and has satisfactorily provided the required services.
- b. The current contract expires on January 18, 2014 and does not include an adequate transition period.
- c. In order to allow for an adequate transition period, the Contracting Officer intends to modify and extend the current contract for up to seven (7) months. This extension is needed to negotiate and execute the transfer of historical data and subcontract information to the new contractor, pursuant to Solicitation Doc127746. The solicitation was issued October 31, 2013.
- d. A market survey was not conducted, as the current contractor, OST is the only source for the information required to ensure a satisfactory transition.

Based on the above facts, OST, Inc is the only company that can provide the services required under the contract.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Rob Mancini
Chief Technology Officer

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Derrick White
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer